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12 October 1988

EO - all notes

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 11 October 1988

1. Events of Major Interest That Have Occurred During the
Preceding Weekly:

* a. OL reports that on 18 October, the bronze statue of William J. Donovan will be set on a base in the Main Lobby of the Original Headquarters Building and covered with a specially fabricated dark blue cloth until the unveiling ceremony on 26 October. [redacted]

25X1

* b. Plans are underway by the OL Parking Office for a reallocation of parking permits in the North and South Parking Lots on the Headquarters Compound in order to backfill vacant spaces resulting from moves to the New Headquarters Building. Preliminary indications are that all of the North Lot and approximately one-third of the South Lot will be allocated, with the remaining spaces being designated "Open Parking--No Permit Required." A tentative effective date of late November/early December has been set for the issuance of the new permits. [redacted]

25X1

c. The Facilities Management Group, OL, reports that two major renovation projects under the Backfill Program are well underway. The 4G corridor renovation in the Original Headquarters Building (OHB) for the Office of Imagery Analysis move from [redacted] is the first major office space renovation project. Work being conducted in GC03, OHB, for a new Office of Information Technology computer center marks the first major computer room renovation. [redacted]

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d. During this reporting period, personnel from the Offices of Logistics, Security (OS), and Information Technology met to verify procedures for securing the raised floor tiles and the selection of emergency access panels in the hallways of the New Headquarters Building. Surveying for the access panels on each floor will commence on 14 October. It was decided that OS will draft procedures for accessing the floor tiles in the hallways; Ogden Allied will select the emergency access panels, with OS approval; and that the work will be done in order of 6th, 5th, 3rd, 2nd, 1st, and 4th floors. Carpeting of the hallways will follow after the tiles are secured. [REDACTED]

e. OL reports that problems continue to haunt the trash chutes in the South Tower, New Headquarters Building. Repair work by the contractor who installed the chutes was completed and the chutes retested on 6 October; unfortunately the chutes were still inoperable. This week the contractor will attempt to apply a silicone coating to the chutes and if successful, the silicone will be applied to those chutes in the North Tower. [REDACTED]

f. OL has received the official permit from the Virginia Department of Highways and Transportation (VDHT) allowing the Agency to place the new Scattergood fence on the VDHT right-of-way. On 10 October, the contractor staked the fence line and started construction on the 11th. However, late on the 11th the Utility Company returned to the site and discovered that a fiber-optic phone link ran under the proposed fence line. All work has stopped until the discrepancies can be resolved. [REDACTED]

g. On 7 and 8 October, the Supply and Services Branch, Supply Group, OL, moved the Management, Planning and Services Staff, DI, from the Original Headquarters Building to the 5th floor of the New Headquarters Building. This move involved [REDACTED] people, 635 pieces of furniture and 954 boxes of classified materiel and took 11 hours to complete. [REDACTED]

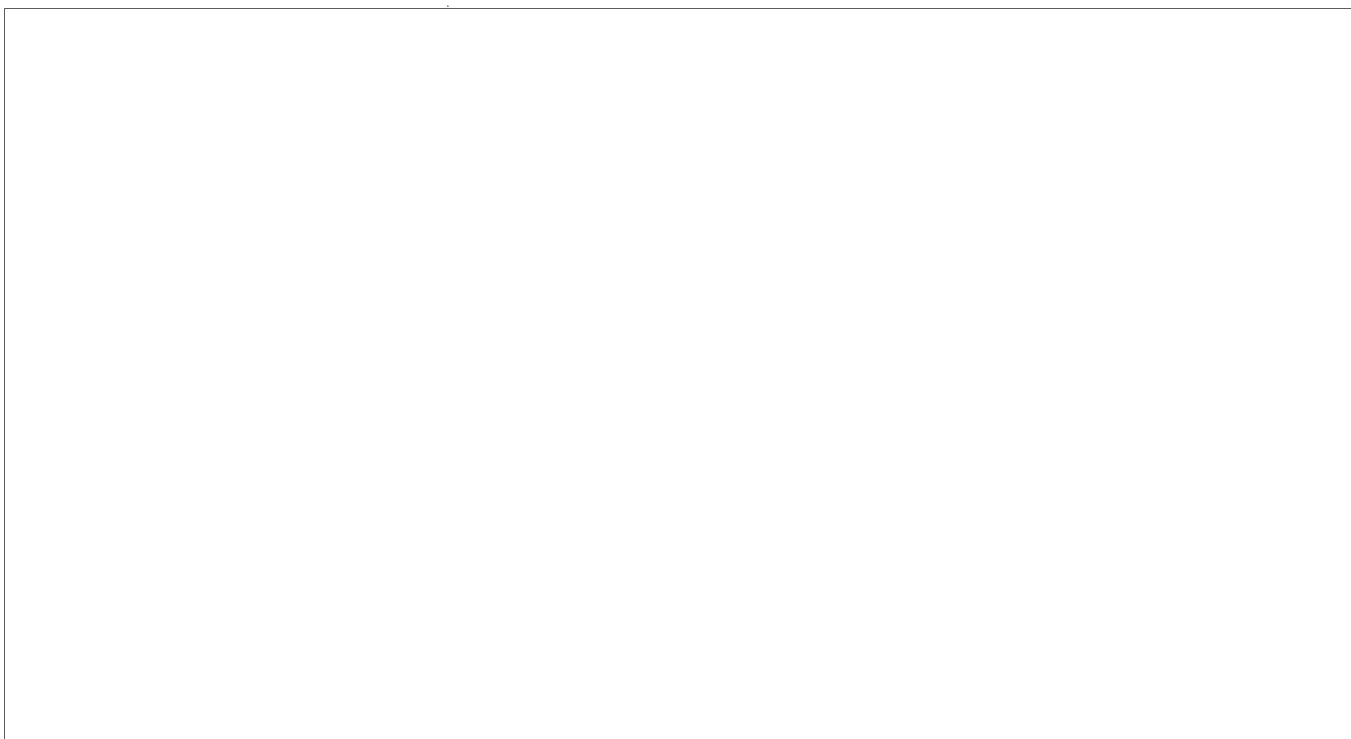
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o. OL reports that the interior demolition of East Building is complete and South Building is approximately 30 percent complete. Asbestos was encountered in South Building and all work ceased on 3 October. On 11 October, the contractor, representatives from OL, the General Services Administration, and asbestos survey personnel met to resolve this issue. It was determined that there were only a couple of areas that would interfere with the demolition work, and that OL and GSA would take care of this problem so that the contractor could return to work.

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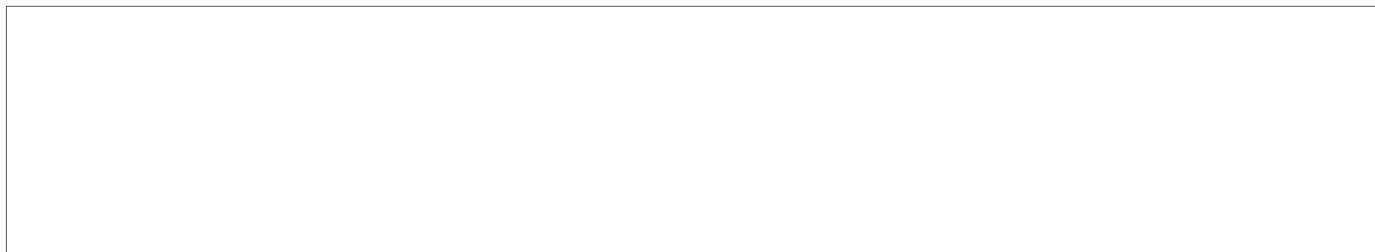
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s. On 5 October, the Printing and Photography Group, OL (P&PG/OL), was advised by the Office of Current Production and Analytical Support (CPAS) that they are in the process of composing a publication for the President Elect and the new administration. It will consist of 33 maps, 69 graphics, 71 photos, and 60 to 70 pages of text. P&PG received half of the graphics and maps on 7 October and expects to receive the remainder of the material on 14 October. The project should be completed by 4 November and the document given to the President Elect on the day after the election.

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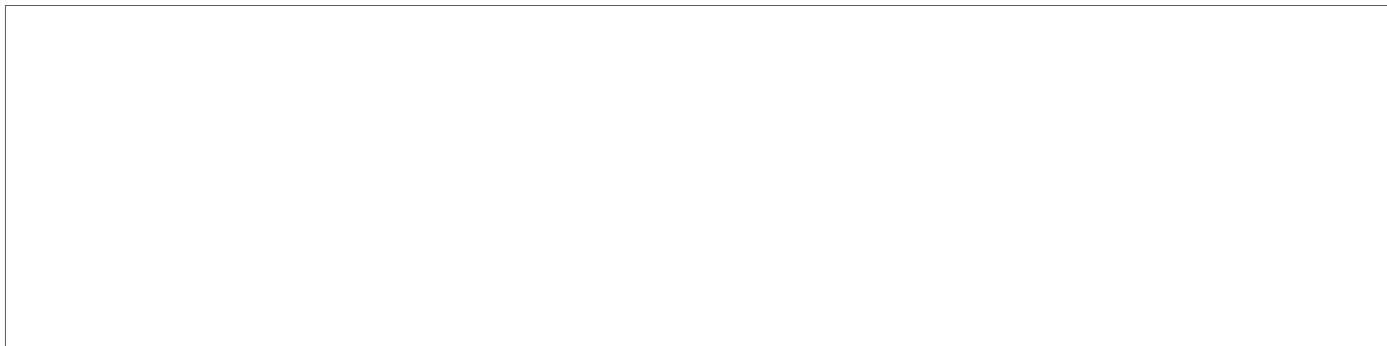
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u. OL estimates that approximately 342 hours of overtime used during year-end processing was saved by moving the cutoff date from 30 to 15 September.

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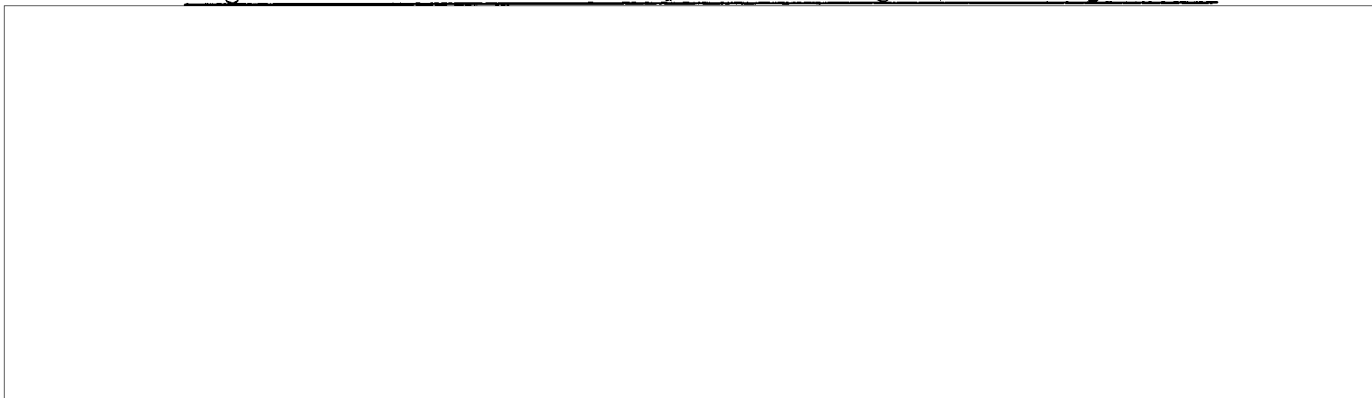
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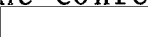


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2. Significant Events Anticipated During the Coming Week:

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c. On 18 and 19 October, all OL senior managers will be attending the OL Planning Conference to be held at the Westinghouse Facility near the Baltimore Washington International Airport. The new FY-89 objectives, projects, and studies will be proposed at the conference as well as new FY-91 and FY-92 initiatives. 

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